



# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received      Application No.      Date Completed <div style="display: flex; justify-content: space-between;"> <span>SEP 11 1973</span> <span style="font-size: 1.5em; font-weight: bold;">73-515</span> <span>SEP 19 1973</span> </div>			
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address <b>GEORGIA DEPARTMENT OF PUBLIC SAFETY</b> Division of Investigation Georgia Crime Information Center 959 E. Confederate Avenue, S. E. - Atlanta, 30301		4. Person to Contact		6. Tel. No.	
				George Emfinger Supervisor		6123	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series		9. Exact Series Title					
1935 - Present		Criminal History Files					
10. What is the function of the office in which this record series is created? The function of the Georgia Crime Information is to obtain, store, and disseminate data relating to criminal records more efficiently and effectively than heretofore possible; to build and expand a system that will help to apprehend criminals, improve the efficiency of criminal justice agencies and ultimately help reduce crime; to provide safeguards for all persons from the misuse of criminal records by any person or agency and to provide adequate safeguards and limitations on the use of criminal history records.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). The file contains documents relating to the criminal history of individuals. Will include: Criminal History Sheets, Fingerprint cards, photos, personal data sheets from prison systems, final disposition sheets, escape and recapture notices. Computer Output Microfilm, Computer Tape, 3" x 5" Index Cards. This file is arranged numerically (terminal digit filing)							
ATTACH SAMPLES OF THE FILE							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers							
Legal-size File Drawers				Floor Space Occupied (Square Feet)		In Office(s)	In Storage Area(s)
						This Year's	Last Year's
						Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES			
		20 Lectrivers	1500			45	

## QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [X] [ ]  
see attachment
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [X] [ ]
21. Does the record series contain documentation produced as EDP printout? [ ] [X] July '72 - present
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]

24. REQUIREMENTS. The following requires the files to be kept 20 years years POSSIBLE LEGAL CHECKS

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER \_\_\_\_\_, then:

See Attachment

- [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Omica Lee J. Wilson</i>	9-13-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>Barbara</i>	9-13-73
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>William M. Dixon</i>	9-14-73
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Carroll Hat</i>	9-14-73
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>A. W. H. H. H.</i>	9-14-73

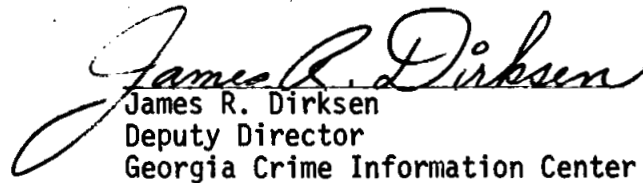
STATE RECORDS  
COMMITTEE

16. This series contains classified information requiring security handling. The policy of the Georgia Crime Information Center is that these records require security handling.

SEE GCIC LEGISLATION H. B. 579

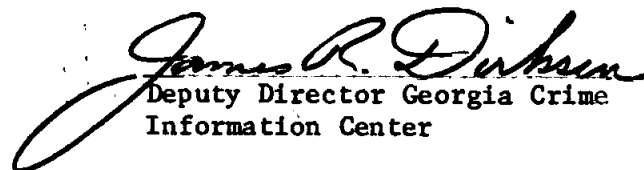
"(1) Institute the necessary measures in the design, implementation, and continued operation of the criminal justice information system to ensure the privacy and security of the system. This will include establishing complete control over use and access of the system and restricting its integral resources and facilities to those either possessed or procured and controlled by Criminal Justice Agencies as defined in this Act. Such security measures must meet standards to be set by the GCIC and its Advisory Council as well as those set by the nationally operated systems for interstate sharing of information."

AUTHORIZED SIGNATURE:

  
James R. Dirksen  
Deputy Director  
Georgia Crime Information Center

25. A. Paper File: Cut off on 1 October 1973 and Quarterly thereafter. Retire to State Archives; then hold 20 years; then destroy.
- B. Computer Output Microfilm File: Destroy when obsolete or superseded by a new file.
- C. Computer Printout Index File: Destroy when obsolete or superseded by a new file.
- D. Card File: Maintain until on-line conversion to automated name file is completed; then destroy.
- E. Computer Tape File: Erase and reuse tape again when obsolete or superseded by a new file.

(X) concur ( ) nonconcur

  
Deputy Director Georgia Crime  
Information Center